## Hours Not Worked Human Resources 10/28/2013

| Measurement method  |                                    | Why measure?  |                                 | What is our goal?  |  |
|---|------------------------------------|---|---------------------------------|--|--|
| The monthly sum of hours employees were not at work performing normal job functions (not including earned vacations or paid holidays) |                                    | To better understand the culture which impacts employee time and attendance |                                 | Reduce Hours Not Worked to 2% of the total number of hours paid in a month |  |
| How are we doing?   |                                    |   |                                 |  |  |
| Oct2012-Sep2013<br>12 Month Goal  | Oct2012-Sep2013<br>12 Month Actual |   | Sep2013 Goal                    | Sep2013 Actual   |  |
| 1,292   | 1,089                              |   | 120                             | 77   |  |
| Hours   | Hours                              |   | Hours                           | Hours  |  |
|   |                                    |   | Performance Stoplight Key       |  |  |
|   |                                    |   | Red Light = Off Goal            |  |  |
|   |                                    |   | Yellow Light = Approaching Goal |  |  |
|   |                                    |   | Green Light = Meets Goal        |  |  |
|   |                                    |   | No Lights = No Goal/No Data     |  |  |





